

ABSTRACT

CEICILIA (2022021001)

PROFESSIONAL WORK ACTIVITIES AS A GENERAL AFFAIR STAFF AT PT JAYA KONSTRUKSI MANGGALA PRATAMA, TBK

The Professional Work (Kerja Profesi or KP) program is a mandatory course for undergraduate students at Universitas Pembangunan Jaya. It aims to provide students with firsthand experience of the professional work environment and to serve as an implementation of the academic theories studied during lectures, while also enhancing both soft skills and hard skills. To fulfill the requirements of this mandatory course, the practitioner carried out the Professional Work program at PT Jaya Konstruksi Manggala Pratama Tbk, located at Jl. Taman Bintaro, RT.17/RW.8, Bintaro, Pesangrahan District, South Jakarta City, Special Capital Region of Jakarta 12330. During the internship period, which took place from January 13, 2025, to June 30, 2025, the practitioner had the opportunity to be directly involved with the General Affairs team and administrative financial management, as well as assist the Human Resources division in inputting project billing rates and cost allocations for projects undertaken by PT Jaya Konstruksi Manggala Pratama.

Keywords: Professional Work, PT Jaya Konstruksi Manggala Pratama, General Affairs